INSTRUCTIONS FOR AUTHORS

MANUSCRIPT SUBMISSION

Manuscript Submission
Submission of a manuscript implies: that the work described has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

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Authors should submit their manuscripts online. Electronic submission substantially reduces the editorial processing and reviewing times and shortens overall publication times. Please follow the hyperlink “Submit online” on the right and upload all of your manuscript files following the instructions given on the screen.

LENGTH OF PAPER
Our word limit is 8000-10000 words. Staying within those limits improves the chances of your submission to be reviewed speedily.

TITLE PAGE
The title page should include:
- A concise and informative title
- The name(s) of the author(s)
- The institutional affiliation(s) and full address(es) of the author(s)
- The e-mail address, telephone and fax numbers of the corresponding author
- A starred footnote on the same page should state acknowledgements, sources of funds, etc. if any

The paper itself should begin on the next page numbered (page 1). As we follow a double blind refereeing process, page 1 (i.e., the page after the title page) of the paper should contain only the title and not the name(s) of authors.

Abstract
Please provide an abstract of 150 to 200 words. The abstract should not contain any undefined abbreviations or unspecified references.

Keywords & JEL Classification codes
Please provide 4 to 6 keywords which can be used for indexing purposes and also some JEL classification codes.
Text Formatting
Manuscripts should be submitted in Word.

- The text of a research paper should be divided into Introduction, Materials and Methods, Results, Discussion, Acknowledgements, Conflict of Interest, and References.
- Use a normal, plain font (e.g., 10-point Times Roman) for text.
- Use italics for emphasis.
- Use the automatic page numbering function to number the pages.
- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Use the equation editor or MathType for equations.
- Save your file in docx format (Word 2007 or higher) or doc format (older Word versions).

Manuscripts with mathematical content can also be submitted in LaTeX.
- LaTeX macro package (zip, 182 kB)

Headings
Please use the decimal system of headings with no more than three levels.

Abbreviations
Abbreviations should be defined at first mention and used consistently thereafter.

Footnotes
Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables.

Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data).

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Always use footnotes instead of endnotes.

Acknowledgments
Acknowledgments of people, grants, funds, etc. should be placed in a separate section before the reference list. The names of funding organizations should be written in full.

References
Citation
Cite references in the text by name and year in parentheses. Some examples:
- Negotiation research spans many disciplines (Thompson 1990).
- This result was later contradicted by Becker and Seligman (1996).
- This effect has been widely studied (Abbott 1991; Barakat et al. 1995; Kelso and Smith 1998; Medvec et al. 1999).

Reference list
The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.
Reference list entries should be alphabetized by the last names of the first author of each work.

- **Journal article**

- **Article by DOI**

- **Book**

- **Book chapter**

- **Online document**

Journal names and book titles should be italicized.
For authors using EndNote, Springer provides an output style that supports the formatting of in-text citations and reference list.

- **EndNote style (zip, 2 kB)**

**TABLES**

- All tables are to be numbered using Arabic numerals.
- Tables should always be cited in text in consecutive numerical order.
- For each table, please supply a table caption (title) explaining the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

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For the best quality final product, it is highly recommended that you submit all of your artwork – photographs, line drawings, etc. – in an electronic format. Your art will then be produced to the highest standards with the greatest accuracy to detail. The published work will directly reflect the quality of the artwork provided.

**Electronic Figure Submission**

- Supply all figures electronically.
- Indicate what graphics program was used to create the artwork.
- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MSOffice files are also acceptable.
- Vector graphics containing fonts must have the fonts embedded in the files.
- Name your figure files with "Fig" and the figure number, e.g., Fig1.eps.

**Line Art**

- Definition: Black and white graphic with no shading.
- Do not use faint lines and/or lettering and check that all lines and lettering within the figures are legible at final size.
- All lines should be at least 0.1 mm (0.3 pt) wide.
- Scanned line drawings and line drawings in bitmap format should have a minimum resolution of 1200 dpi.
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**Halftone Art**
- Definition: Photographs, drawings, or paintings with fine shading, etc.
- If any magnification is used in the photographs, indicate this by using scale bars within the figures themselves.
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**Combination Art**

**Group I**
- mGla1a
- mGla1b
- mGla1d
- mGla1E55
- mGla5a
- mGla5b

**Group II**
- mGla2
- mGla3

**Group III**
- mGla6a
- mGla6b
- mGla7a
- mGla7b
- mGla7c
- mGla7d
- mGla7e
- mGla8a
- mGla8b
- mGla8c

- Definition: a combination of halftone and line art, e.g., halftones containing line drawing, extensive lettering, color diagrams, etc.
- Combination artwork should have a minimum resolution of 600 dpi.

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**Figure Lettering**
- To add lettering, it is best to use Helvetica or Arial (sans serif fonts).
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- Avoid effects such as shading, outline letters, etc.
- Do not include titles or captions within your illustrations.

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- All figures are to be numbered using Arabic numerals.
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**Figure Captions**
- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type.
- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
- Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

**Figure Placement and Size**
- When preparing your figures, size figures to fit in the column width.
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- In order to give people of all abilities and disabilities access to the content of your figures, please make sure that
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- Always use MPEG-1 (.mpg) format.

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- Submit your material in PDF format; .doc or .ppt files are not suitable for long-term viability.
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Numbering

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- Name the files consecutively, e.g. “ESM_3.mpg”, “ESM_4.pdf”.

Captions
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